Tutorial: Using Acrobat Reader - Word Searches

A.   How do I search for a word or phrase in a PDF document?

1.   Bring up the PDF document from the TSP Home Page by
clicking on the link to the Adobe Acrobat PDF file - usually the
acronym "PDF," or the name of the technical standard, project list,
document, etc.. The link is typically identified by text that is
underlined and colored blue. (You need to have Adobe Acrobat
loaded to be able to call up the file! The TSP Home Page provides
instructions on how to do this if it isn't already available.)

2.   Find the Menu Bar, usually near the top of the screen. It should have:
File Edit View Tools Window Help

3.   Click on "Tools", then Click on "Find" from the resulting "drop down" menu.
[Another option is to Click on the Binoculars "tool" (usually on the line
below the menu bar).]

4.   An "Acrobat Find" display box should appear. There is a "Find What"
window with a cursor. Type the word, number, title, name, phrase,
organization, project, or date (such as Plutonium, DOE-STD-3009, 1121, Spickler,
conduct of operations, EH-41, SAFT, 6/1/95) in the window, and Click on the "Find"
button to the right of the window where you typed.

You can choose to restrict your search with any combination of the
following options (or none of them) by checking the desired box:
• "Match Whole Word Only" specifies ignoring words that are
contained within the text you enter. For example, the word
stick would not be highlighted if you chose the word *sticky*.
• "Match Case" specifies finding only those words that contain
exactly the same capitalization as you enter in the Find dialog box.
• "Find Backwards" specifies starting from the current page
and searching backwards through the file. Find Backwards
is helpful if you want to find a term you passed earlier in the
document.

5.   When the program finds the text, the Find dialog box closes and the
page containing the text is displayed with the text highlighted.

6.   To find the next occurrence of the word, press Ctrl-G (Windows and
UNIX) or Command-G (Macintosh), or reopen the Find dialog box and
click "Find Again". With Windows, pressing F3 also finds the next
occurrence of the word. You will be prompted to loop around to the
beginning of the document if you start the process on any page
other than the first page.

B.   What documents can I search?

You can search any of the documents posted in PDF on the TSP Home
Page with this tool. This includes all of the posted DOE Technical
Standards, Specifications, and Handbooks (including drafts), the
Technical Standards Lists (TSLs), the TSP Projects Lists, the Technical
Standards Managers Lists, Newsletters, Tool Kit information, and TSP
Procedures.

This information is based on the September 1997 Standards Forum article. It is intended to help you to find specific information when you are using Adobe's Acrobat Reader. Acrobat Reader software is used to view documents in portable document format (PDF). The PDF file format is frequently used for documents available on the Internet, including documents related to the DOE Technical Standards Program (TSP). (Instructions for obtaining a free copy of Acrobat Reader are available here on the TSP home page.

The instructions have been extracted from the Adobe Acrobat Reader On-line Help screens, and apply to Acrobat Reader versions 2.1 and 3.0. "Click" means use your mouse to point to it and press the select button (usually the left one) on the mouse.

File:PDFSearch